

APR 8 '47

ARMY INFORMATION DIGEST

Vol. 1 No. 1 (Old Series Vol. 3 No. 3)

May 1946

CONTENTS

	<i>Page</i>
An Information Policy for the New Army	3
<i>By Lieutenant General J. Lawton Collins</i>	
Manners and Methods in Public Relations	6
<i>By Colonel Bryan Houston</i>	
The Job Ahead	11
<i>By Brigadier General Williston B. Palmer</i>	
The Army Information School Makes a Bow	13
Should Army Officers Write for Publication?	20
<i>By Colonel R. Ernest Dupuy</i>	
The Commander Makes it Work	25
<i>By Captain Frank Winship</i>	

Departments

	<i>Page</i>
Introduction to the War Department	29
<i>Counselor to Millions by Lieutenant John T. Moe</i>	
Information . . . For the Asking	35
BPR News Letter	36
I&E News Letter	39
Film Review	43
Digest of Legislation	46



DIRECTOR

LIEUTENANT GENERAL J. LAWTON COLLINS, War Department Director of Information, graduated from West Point with the class of 1917. He is a graduate of the Infantry School, the Command and General Staff School, the Army Industrial College, and the Army War College. After serving as Chief of Staff, Hawaiian Department, he commanded the 25th Infantry Division in the campaign that destroyed the Japanese forces on Guadalcanal. He then led the VII Corps in Europe in the D-Day assault on Utah Beach, the capture of Cherbourg, and the bitter campaign across France and Germany. After serving as Deputy Commanding General and Chief of Staff, Army Ground Forces, he became War Department Director of Information in December 1945.

AN INFORMATION POLICY FOR THE NEW ARMY

By

LIEUTENANT GENERAL J. LAWTON COLLINS
Director of Information, War Department

The primary mission of the Army is to prepare for war and to defeat the enemy. Other tasks, such as occupation and demobilization, stem from this basic mission which carries a continuing responsibility. In facing this responsibility the Army sets for itself a high professional standard. That is what the public expects, what it votes for and what it pays for; and the public is the Army's boss.

During past national emergencies, however, professional perfection has had to give way to the necessities of speed. Officers and noncommissioned officers have had to be trained under the pressures of impending crises; soldiers had to be assigned to their tasks with only hurried attempts at job classification; and officers and men alike often had to carry on with an inadequate understanding of the mission of the Army, or of their own relation to that mission. There is no need to document these statements; the records of World War I and II are all too full of examples. Both the Army and the public know the dangerous consequences of hasty preparation.

We are again approaching a normal condition. The time has come for a fresh start. What will the peacetime Army be like? How much will it profit by the lessons of World War II?

One important lesson is that officers and men, in the new Army, must not only build solidly on soldiering as a profession, but must know how to imbue vast numbers of recruits, during a possible rapid expansion, with a sense of professional purpose. There will be no excuse if we permit the exigencies of mobiliza-

tion to short-circuit our responsibilities for informing the soldier of the over-all mission and the role he plays in it. As a continuing responsibility of leadership, officers and men (particularly officers) must be told and must understand the mission of the Army in peace and in war. They must know "what makes the Army tick"; they must understand the part played by the unit and the individual in the vast military team; the role of the Army in the nation's welfare; the democratic American principles which the Army must always be prepared to defend; the place of our nation in the world of tomorrow; and those qualities and characteristics of other nations which will enable the Army to work with them as allies or defeat them as enemies. This, in the new Army, is part of the profession of soldiering.

The professional awareness of the soldier is born in his unit. Underlying his technical and tactical training there must be an intense pride in outfit and an unquestioning confidence in his leaders. These are possible only when they are justified. The Army Information Program must broaden pride in outfit to include pride in the Army as a whole, and in the nation. Not only must it do this for the man who chooses the Army as his profession, but—even more important—for the men who are inducted into the Army under their contract of citizenship. Pride in outfit, and pride in the Army and the nation must weld these new men into a strong, alert, intelligent, and determined team. The American soldier, regular and recruit, must be mature in his thinking, informed on the larger aspects of his profession, as well as skilled in military tactics and techniques. It is the job of the information-education officer to assist the commander in developing this kind of soldier.

No profession lives in a vacuum; it is part and parcel of the national life. Its members must share in the national thinking, and contribute to that thinking from their own peculiar abilities. This is particularly true of the armed forces, for no other profession is so dependent on public understanding and good will. The public is continually aware of the Army, not only through its family members who are in uniform, but also through its legitimate interest in what happens to the taxes paid for military security. If at times, through its press and radio, the public seems hypercritical of Army methods and Army manners, it is because of the public's deep sense of partnership. This is an asset for the military profession which

should be cherished. Public criticism, when it is not specious, is welcomed; it serves the useful purpose of keeping the Army alert.

The responsibility of the Army is to make sure that the public has real information on which to base sound evaluation of its Army. The Army has nothing to hide, and nothing to fear, if it recognizes the public as a partner, as well as a boss; if it ignores the captious critic and assumes that public confidence is there for the making. But it cannot expect that confidence unless it is deserved. The individual soldier—commissioned and enlisted—is responsible for seeing that it is deserved. It is the responsibility of the commander to see to it that his officers and men conduct themselves in a manner that will win the public esteem, and that the military establishment has the high professional standards expected of it by the public. It is the job of the public relations officer to assist the commander in cementing this partnership with the public by providing accurate, full and unbiased information, and by interpreting the profession of arms to a nation which is eager to be proud of its Army.

AID

COMING

Why Men Reenlist. Based on a recent survey by the Research Branch, Information and Education Division, War Department.

How the War Department Handles Congressional Business.
Government Agencies as Sources of Information.

Our Overflowing Colleges. The problems they present to returning soldiers and to education officers in the Army. By the Education Editor, *New York Times*.

MANNERS AND METHODS IN PUBLIC RELATIONS

By

COLONEL BRYAN HOUSTON

General Staff Corps

ALMOST invariably the layman has one or all of three erroneous ideas of public relations—superstitions, if you will—that must be washed out before you can give more than lip service to a sound public relations mission.

Superstition number one is that public relations is a somewhat dishonest and certainly ungentlemanly combination of circus-poster bragging and a blue-sky stock promoter's lying. Nothing is further from the truth. Stevenson said that "to marry is to domesticate the recording angel" and as you go further into a good public relations program you will have many painful occasions to remember that the same thing is true of public relations. There is no more ruthless impeller of honesty than public opinion. A general slaps a soldier and on the basis of the only information on hand, the War Department denies it for a few hours. The general lives to become one of the most popular heroes of this war, but we still pay for that error every time we try to explain that we are honest—cross our heart—and did not bury food in Alaska or run a steam roller over crockery in England.

Superstition number two is that there can be a successful part-time public relations policy, whereby we sit in military dignity and tell nothing until we choose to deny an atrocity or announce a victory. It won't work, for today's papers and tomorrow's history are written whether we like it or not. During the periods when we are not telling our story actively and intelligently, somebody else is telling it for us.

Superstition number three, which is perhaps most common, is that we can tell only that part of a story which is to our advantage. It is bad enough to bury a skunk in your backyard and hope that everybody has a cold and doesn't notice the

fragrance on your clothes. But it is suicide to put the little fellow in your pocket with his head sticking out and try to persuade people that he is a pet squirrel. He will always do something bad at the most embarrassing moment.

Strangely enough the words "public relations" mean exactly what they say. Anyone concerned with public relations for the Army is concerned with all of those things which the Army does or says that can have an effect on public opinion.

It is customary to confuse public relations with press releases (which are an important part of public relations) or with political relations, which are to a certain extent a reflection of public relations.

An understanding of present day Army public relations must begin with a true appreciation of a few basic facts:

(1) Our Army is still so large that it has considerable impact on a significant portion of our total population. This means that virtually everybody in the United States is either directly or indirectly interested in at least one individual in—or recently in—the Army. Nearly everyone, therefore, is emotionally concerned with what we do or say.

(2) We can be sure that much of the underlying public opinion about the Army is based on what the individual members of the Army say or write to their family and friends.

(3) The Army not only absorbs a significant portion of our population; it also absorbs a large share of our taxes. This means that the public attitude toward the Army is not only affected by family ties and love interest, but also by the very strong pocketbook nerve of public opinion.

(4) Editorial opinion or radio commentator opinion is not public opinion. The editor and commentator hopes that what he says will become public opinion. But it is our fault if editors or commentators turn public opinion against us. We are either asleep or in the wrong when this happens. If our case is good and we present it intelligently, we will not be misunderstood by the people. For public opinion, fundamentally, is simple and just, and in general it moves slowly.

Let's divide the problem of public relations into the things we *do* that affect public opinion and the things we *say* that affect public opinion. Because they are the most important, first consider the things that we do that have a direct bearing on our public relations.

America has a congenital distaste for anything that looks like

military arrogance. Your first public relations duty, therefore, is to be courteous to the public. This is largely a problem of many little things. If you make appointments, keep them on time. If you can't keep an appointment, apologize for not doing so. Insist on courteous drivers in your vehicles. The most horrible example of public relations I have experienced in the Army was when riding with a PRO through the villages of an Allied nation last winter. At least a hundred people had to crowd against walls to escape being run over by our command car. No matter what we do or say in that country, those one hundred people will never make a clear distinction between American soldiers and the hated Prussians.

Several years ago I was in a building in this country where civilians were not allowed on the elevator with the general. Nothing that the Bureau of Public Relations or any PRO can do or say will ever explain to the thousands of people who worked in that building—or their friends, families, or people they meet at cocktail parties—that the officers in our Army are really an unusually decent bunch of people.

If some action you contemplate taking is going to require a lot of explaining, don't do it. If, for example, after the release of the American prisoners held by the Japanese in Manila we had continued to treat Japanese prisoners on the basis of the highest interpretation of the Geneva Convention, no public relations officer on earth could have saved us from a beating.

Most of the real underlying public opinion of the Army is the result of what the people have either seen the Army do or heard the Army say. For example, a survey of the private opinion of convalescing soldiers as to the quality of medical attention they receive, and a survey of public opinion on the same point, check each other within five per cent. Fortunately, both are very high. Likewise during 1945 there was a strong upsurge of public opinion to the effect that we were pampering prisoners. At the same time, a great many soldiers were expressing the same opinion. That tide of public opinion decreased right along with the decrease in soldier opinion—primarily because we ceased treating prisoners as well as we had been.

Don't be afraid to admit mistakes. The American people are, and have a right to be, proud of their Army. They will forgive any error that was not intentional, provided they don't think that we are trying to whitewash or cover up. If you question this advice, look back in your own military experience. Aside from

actual battlefield blunders, try to remember how many times you have severely punished a subordinate who came in to you and said, "Sir, I made a mistake." This doesn't imply that if a man makes nothing but mistakes, you will continue to promote him just because he confesses his errors. But if you or someone in your outfit has made an error, it is better to tell it than to have it pried out of you.

Now as to press releases; the most important single improvement is to make certain that press inquiries at any organization, post, camp, station, or service command, are answered promptly, courteously, and thoroughly.

One of the prime functions of public relations is, of course, to inform the public of facts. Take the time to be sure that inquiries are not only answered truthfully but that enough related truths are included in the answer so that a good reporter can write an intelligent story if he wants to. Some reporters aren't good reporters, and some don't want to write an intelligent story; but you must not let your anger at an occasional piece of bad reporting blind you to the fact that the American people have a right to know what we are doing. The provisions of security should not be used to an excess for killing stories where no security is actually involved. While attention must always be given to AR 380-5 and other regulations on security, information which does not fall within the categories of AR 380-5 should not be classified as a means of denying information. The Policy Book for Public Relations Officers together with the Continental Liaison Bulletin issued weekly by the Bureau of Public Relations serve as guides on what may be discussed with the press.

Be human. Handle the press and public as if they were your equals—they are. Don't pass the buck to subordinates. If a representative of a newspaper or magazine requests an interview, a senior officer should make time for such an interview—not detail it to a subordinate. Give the press background information in off-the-record discussions. Members of the press are usually trustworthy in maintaining such agreements. A commander must also remember to take his PRO's and OTI's into his confidence. Often a CO is prone to do his planning and operating without keeping his PRO informed as to what is going to happen. Then, if he gets in a jam with either the press or public opinion, he hastily calls in the PRO and tells him to explain the situation in a few well written paragraphs. Ex-

pected criticism must be dealt with as an expected epidemic disease—by preventive medicine.

Press conferences, judiciously handled, are useful. A press conference makes it possible for a commanding officer to provide both background data and information for publication without being subjected to the charge of favoritism to one or another paper. This does not mean that all press relations should be handled through press conferences. Judgment must be used in granting exclusive interviews, but they are perfectly proper in answer to a specific request on any subject which is not classified and on which you are not in the process of giving general release.

At times you may be able to get free time on some radio program or free space in advertisements paid for by some merchant or manufacturer. Take advantage of such opportunities. If an advertiser is willing to pay for radio time or publication space which can be used in whole or part to convey an Army message, the Army whole-heartedly approves—provided you follow the rules regarding the avoidance of commercialism and violation of good taste found in the Policy Book for Public Relations Officers.

Concentrate on the important public relations jobs, but see to it that all phases of your operation which have public interest, not just some of them, are covered. But this does not mean that in a large headquarters each of the arms or services should be given exactly the same amount of space or time. Always present the material from the standpoint of the interest of the reader or the listener regardless of your own interest.

Remember that the press and radio live by deadlines. The release today of information about something that happened last week is not news—unless it's bad news. The release today of actions taken today or contemplated for tomorrow is news.

When a PRO needs additional material for a news project, the Bureau of Public Relations in Washington will help him. If he needs material for a Sunday feature story on any of the problems on which we are working jointly, the Bureau will be happy to dig up an adequate amount of information.

But no PRO can do a good job if he waits for Washington or any other place to supply him with ideas and releases. The stories have to be dug up—the misinformation spiked—the job aggressively tackled in his own backyard.

While you should never put out a press release just for the

sake of counting the number of releases you have made, there is no such thing as a good negative public relations policy. If something of importance comes along, don't wait to have the story pried out of you by the press. If it isn't restricted and is to be told at all, tell it yourself—and tell it fully and promptly. If an accusation is made about something in your bailiwick, send competent officers to look at it immediately and then call the press in and tell your story. Describe the conditions that lead to the situation, and the corrective action you have taken, if any is necessary. The results of losing your head or getting rattled under the attack of criticism is exactly the same as getting rattled under enemy fire—you get your ears knocked off. So most important of all, don't get excited.

It has been said "the first thing to do is to convince everyone in the Army that, since it lives on the public's money, exists for the public's protection and drafts its personnel from the public, it is a public institution. Therefore it should welcome the public's interest, should be eager to have the public understand as much as possible about the Army, and should take all proper methods to further that understanding."

AID

ADDITIONAL COPIES

A limited stock of The DIGEST is maintained at Adjutant General depots. Current and back issues will also be supplied, so far as available, on request to the Editor, ARMY INFORMATION DIGEST, Carlisle Barracks, Pa.



COMMANDANT

BRIGADIER GENERAL WILLISTON B. PALMER, commandant of The Army Information School, graduated with the West Point class of June 1919, and was commissioned in the Field Artillery. He is a graduate of the Field Artillery School, the Command and General Staff School, and the Army War College. He has served with mountain artillery, as instructor at West Point, as aide to corps area and army commander, and during the late thirties had a detail to the War Department General Staff where he assisted in laying the groundwork for Selective Service. During the war he commanded the VII Corps Artillery, from the landing on Utah Beach on D-Day to the linking up with the Red Army on the Mulde River.

THE JOB AHEAD

By

BRIGADIER GENERAL WILLISTON B. PALMER

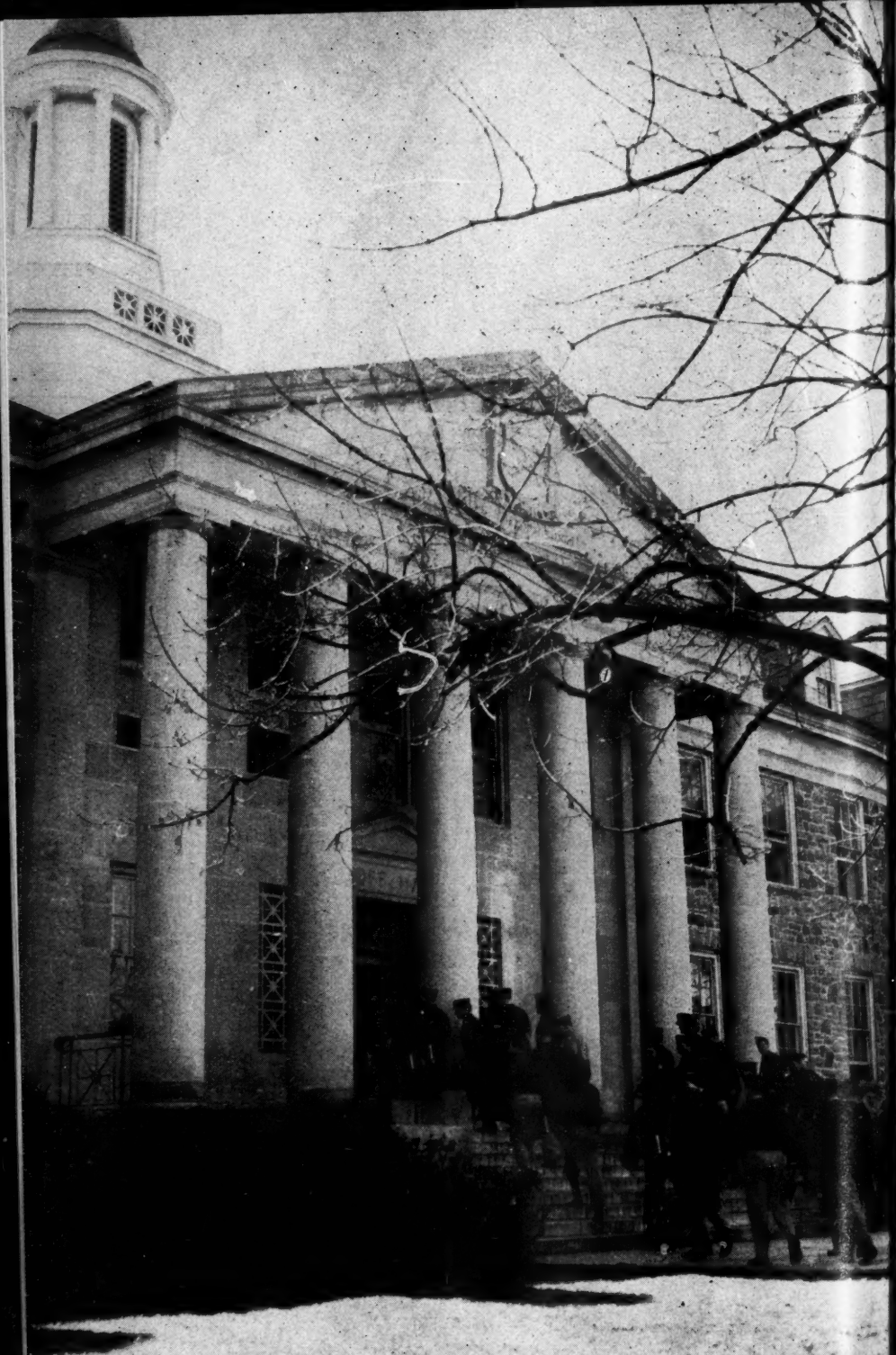
Commandant, Army Information School

One of General Eisenhower's early acts, after his appointment as Chief of Staff, was to authorize the establishment of the Army Information School, under the supervisory control of the Director of Information, War Department.

The need for a school to provide coordinated instruction in public relations and information to troops was indicated during the war. With an aroused public interest in the Army, the need is even more pressing today. It is the duty of the Army, it is not the public's job, to prevent the misconceptions and avoid the misunderstandings which have haunted the Army and confused the public during World War II.

Many of those misunderstandings will vanish when soldiers understand why they are serving in the Army, the mission of their unit and the Army, and the part those missions play in America's responsibilities.

These two fundamental functions of the new Army—information to the public and information to troops—come together in the Army Information School. Graduates of the school have an unprecedented opportunity to serve the Army and the nation.



ACADEMIC BUILDING
ARMY INFORMATION SCHOOL
CARLISLE BARRACKS **PENNSYLVANIA**

THE ARMY INFORMATION SCHOOL MAKES A BOW

PUBLIC information about the Army became during the war a subject of primary importance to the nation. With the Army taking men from every home, and spending a major part of every family's income, the public interest in military affairs very naturally became an engrossing concern, passionate and insistent. That concern continues to exist, stimulated by the release of pent-up steam and complicated by unease about our international obligations. The Army is still ten times its pre-war size; and its cost is still enormous. Its management—in terms of personnel and government funds—is still a matter of deep interest to the people. The public relations activities of the Army must satisfy that interest, and must do so with sympathy, intelligence, and candor.

The other major phase of the information program developed during the war was information to troops, which grew up in response to the obvious necessity for keeping the soldier informed on the roles he and his unit played in the war and in world events. That need is even more insistent today, when the Army no longer has the mission of defeating an enemy.

The Army Information School was established to provide training in both phases of Army information: information to the public and information to troops. It trains public relations officers and information-education officers to serve on the staffs of commanders and to place their staff duties on the same orderly and understood basis long ago achieved by other staff sections. Training of enlisted assistants will be provided at a later date. Short courses will also be provided for commanders, senior staff officers and certain special groups. At an appropriate time, courses in public relations and in information-education will be established for National Guard and Reserve officers.

The school opened on 27 February 1946, with a course for training 100 public relations officers, and a course for training

100 information-education officers. Both courses were eight weeks in length. The second course in each field, which will be twelve weeks long, starts on 1 May. Instruction in each course consists of lectures, demonstrations, discussions and practice. A portion of each course is devoted to subjects—practical and background—which are common to both public relations and information-education.

Following is a list of the principal subjects included in the two courses, and the principal subjects common to both courses.

PUBLIC RELATIONS COURSE

History of Army public relations	Press releases
Public relations in the modern world	Hometown releases
Organization of BPR, War Department	Proof reading
Planning a public relations program	Structure of a newspaper
Staff procedures in public relations	Visit to a newspaper plant
Funds	Advertising
Current public relations problems	Activating a public relations office
Overall study of radio	Housing and transportation
Visit to an operating radio station	Public relations in the Asiatic Theater
Communications	Direct contact with the public
Policy and security	Relations with industry and labor
Censorship	Veteran and civilian organizations
Media service problems	Special events
Ethics in journalism	Graphic art displays and exhibits
Field problems	WD BPR pictorial work
Press conferences	Public relations case studies
	Common subjects, as listed below

INFORMATION AND EDUCATION COURSE

I&E directives	Selection and training of discussion leaders
Organizing the I&E program	Briefing techniques
Training I&E personnel	Information discussion techniques
Relations with unit command and staff	Information centers
I&E inspections	Off-duty education program of the Army
Applied psychology	On-duty education program of the Army
What the Soldier Thinks	USAFI services
AWOL problems	Educational and vocational advisement
Combat problems	Accreditation of Army educational experience
War neuroses	Literacy training
Isolation and monotony	Promotion and publicity
The print shop	Common subjects, as listed below
Activating the I&E office	
Field reports	
Maintaining information files	
Information problems in the field	
Funds	

SUBJECTS COMMON TO BOTH COURSES

Organization of the information services	Legislative and Liaison Division, War Department
Mission of information and education	The Army and public opinion The mind of a democracy
Mission of public relations	Foreign propaganda
War Department principles and policies	Government by pressure Background of the soldier
Propaganda and psychological warfare	Visual aids Rules of writing
Non-military attitudes	Speech writing
The Negro soldier	Speech practice
G. I. Bill of Rights	Radio techniques
Mission of non-military education	The publications field
Officer-enlisted relations	Publications workshop
Military opinion polls	News- definition, evaluation and preparation
Staff procedures	Pictorial journalism
Principles of instruction	

Background subjects common to both courses fall into three categories: information about the military establishment, information about the United States, and information on world problems. Information about the military establishment includes instruction in how the Army functions and the role which the individual soldier plays. Students receive grounding in the history and organization of the Army, with emphasis on the War Department and the major commands. The achievements of the Army in World War II, and the lessons to be learned, are adequately covered.

A block of common instruction is devoted to the United States of America. Against a background of U. S. history, students are refreshed in their knowledge of the basic democratic principles on which the nation is founded, and the application of those principles throughout our national development. The organization of the federal government is explained, and particular emphasis is placed on the organization and responsibilities of the Congress. The Army as a servant of the people is the theme which threads through this portion of the program, and the specific relationship of the military to the people is underscored.

Under World Problems, students are shown the place which the United States occupies in world leadership, and the responsibilities inherent in this leadership. General background information is provided concerning geographic, ethnic and economic influences as they affect world security. The growth and functions of the United Nations is covered in detail.

Certain subjects are selected for extensive study by com-

mittees of students. Each student is assigned to a committee. Under supervision of an instructor, each committee devotes ninety hours to research, study and discussion of the assigned subject and to preparing a report of the committee's findings. The findings are made available to the entire student body.

A portion of each instructional day is set aside for optional activities of students. There is usually a considerable interest in the study of languages. Through the use of Foreign Language Kits (with phonograph recordings) issued by the War Department, students are able to acquire a basic knowledge in any of about 20 languages. Other activities include discussion of PR field problems, speech clinics, speech writing, radio programming, press conferences, voice recordings, mimeographing techniques, motion picture projection, staff problems, showing of informational films, visits to radio stations, work in photographic laboratory and print shop.

Each student is assigned a faculty adviser, who discusses with him problems arising from his field experience and from his participation in the course. A pre-test is given each student on enrollment, in order to determine his degree of technical knowledge, his attitude toward the information program and the personal attributes which will influence his success as a public relations or an information-education officer. Comprehensive examinations are given during the session, and upon completion of the course, the student is graded according to factors which are designed to insure not only that he is thorough, but that he has full understanding of his duties and an appreciation of the heavy responsibility which rests upon him in the field.

The School Library offers extensive research and supplementary material. The shelves contain many volumes on world affairs and of a technical nature.

Leading military and civilian experts visit the School from time to time to address the student body on subjects pertaining to the Army information program; and provision is made for visits by the staff and faculty to field installations and civilian conferences and meetings which are pertinent.

Student quotas for successive courses are allotted by the Assistant Chief of Staff, G-3, War Department, to commanding generals of the major commands and theaters of operation. A high standard of qualification is required, as described in Section I, War Department Circular 28, 29 January 1946. Only officers who are members of the regular establishment or who

will have considerable time in the service after graduation (see current directives) are eligible.

The Extension Department of the school extends the doctrine and materials of the school into the field. The Book Department publishes a series of pamphlets and handbooks of general and specialized interests in the field of Army information. It also publishes reading lists, from time to time, which are distributed to the field, and provision is made for filling orders of all military personnel (including National Guard and Reserve officers) not only for publications of the Book Department but also for commercially published books in the subject areas covered by the school. The Book Department operates a student book store where books, magazines and current newspapers are on sale. The field printing plant at the school provides practical instruction in problems of printing production.

The ARMY INFORMATION DIGEST, published by the Director of Information, is prepared and edited at the school and is distributed to headquarters throughout the Army. This periodical contains appropriate information which is of interest to commanders generally, and information that is particularly useful to public relations and information-education officers. Feature articles inform the reader about the Army, with special emphasis on an explanation of the functioning of the War Department, and its component agencies.

Carlisle Barracks is located at the edge of Carlisle, a town of 14,000 located in the Cumberland Valley in the foothills of the Appalachian Mountains. The town is long settled and has a rich historical background paralleling that of the Barracks which dates from 1757. Dickinson College and law school are among its educational institutions. Eighteen miles southwest of Harrisburg, it is easily accessible from the War Department (3 hours by motor) and from large cities on the Atlantic seaboard, by rail to Harrisburg.

SHOULD ARMY OFFICERS WRITE *for* PUBLICATION?

By

COLONEL R. ERNEST DUPUY
General Staff Corps

CERTAINLY.

There is no more reason why an Army officer should refrain from writing than should any other professional man. Physicians, lawyers, architects—butlers, waiters, prize-fighters; even ladies of the oldest profession in the world set down their thoughts and ideas on paper. Their by-lines grace the printed word, ranging from the most erudite pronouncements to the drippiest “whodunits” of the fiction world. And they get for their efforts sizeable chunks of the coin of the realm, provided they have something to say and—know how to say it. Why not Army officers?

If you think this is a “how to write for money” piece, read no further. The writing game is a tough one, the competition keen, as it is in any profession, and one can only compete with the people who write for a living by being as good as they are. The individual who is going, some day, when he or she gets around to it, to “toss off a little article for the *Saturday Evening Post*” stands as much chance as the proverbial snowball. Exceptions to this rule are those individuals who, through force of circumstances or luck, pop into the limelight, to have their names sought after. If they can’t write, there are “ghost writers” who will do the work and the “author” has no worries beyond signing his name to article and check indorsement; the latter, however, being usually well-diluted by the “ghost,” unless the

publisher rules the haunted house. All this is aside from what this writer wants to put over.

The point is that if you have an urge to express yourself, either in professional discussions or along general lines—in fact or in fiction, sit down NOW and write. In the first place, it's a fine safety-valve. And next, if you have something to contribute to professional or general knowledge, you owe it to yourself and the uniform you wear, to make it available. Lastly, if you are good, you can make some honest, legitimate money.

The world thrives on knowledge. Discussion and argument form the American way of life. Exchange of ideas and opinion are the forcing beds of progress. Let's see what that means to the professional soldier. Your experiences in garrison and in the field have made some impression on your own mind. You have discovered that rules and regulations, texts on strategy, tactics and technique, have but one objective: Expression of principles, the application of which is your business. Sometimes you have improved on the approved solution, sometimes failure has resulted from your personal interpretation. Incongruities, fallacious reasoning—sometimes seemingly, at other times honestly so—pop up from time to time. And new ideas arrive. Why not discuss these things?

As example, there are those who are of the expressed opinion that the salute is an obsolescent anachronism. This writer disagrees with them, in toto. Thousands of American soldiers today agree or disagree with them. Let's bring the thing out in the open, and see what really is the sterling mark of a good soldier.

Sometimes, in battle or in stress of other immediate emergency, a soldier finds that his solution of a particular problem, absolutely unorthodox, has reaped dividends which could not have been obtained from adherence to the book. Maybe the book was wrong. In any event, other soldiers may reap advantage from narration of this solution.

And, of course, your own experiences are limited. What you saw and did are but a small part of what millions of other Americans saw and did in other parts of the world. What fitted your environment and circumstances of the moment might be adapted to other times and places. Or it might not. But—why not start other people to examination of conscience? Between you all you have a mine of great value, ore which can be refined for American soldiers of the future.

And, speaking of the future, and of the rosy dreams of world

peace for which we all hope and pray, remember that these things rest on good will; a good will which depends in turn on the question:—Will it be worthwhile ever again to make war?

And now we're off to the races.

My argument is that good will can be compared to contrition. The catechism—my catechism—says there are two kinds of contrition—imperfect, which is brought about by fear of punishment; and perfect, which is love of God.

Be it perfect or imperfect, this good will must be obtained. Hence, lest imperfection be predominant—and I have as yet to notice abolition of fire or burglary insurance or of police forces in the best-governed parts of this imperfect world, it is the duty of all professional military men to ensure that military crime will not pay. This means discussion—and frank discussion—of new weapons and their effects on war, together with all other aspects of the grim word—preparedness.

Does the general public believe—and of course it does, for we humans are always seeking the Royal Road, the easiest way—that wars of the future will be waged only by bulbous-domed theorists who will press magic buttons? Maybe that's true. It's no reason to sit down and wring hands. Let's rally our own bulbous-domed theorists and build another set of magic buttons to nullify the first set. And you, brother—the professional soldier, are the only one who can show Doctor Bulb-dome when, where, how and why the force behind his buttons should be applied. When you can arrange the best set of magic buttons, then we'll have at least imperfect contrition in this world. But you can't do it by sucking your knuckles. You will have to speak up and let the people know.

What does the War Department think of this? Let's look at par. 7 a. AR 600-10, Military Discipline, latest edition.

"Public and private discussion on appropriate occasions by officers of the Army in support of the military policy of the United States as established by law, and of the policies of the War Department in furtherance thereof designed to secure the national defense, *is authorized and desired.*" The italics are mine.

Peek into par. 9, AR 600-700, Public Relations, latest edition again.

"Public activities by military personnel. a. Members of the Army of the United States usually appear before the public in an official or semiofficial capacity and so contribute to the im-

pression formed by the public. Consequently, care should be taken to differentiate between *personal ideas and opinions* (The italics are again mine) and official plans and purposes. Furthermore, their military status limits the extent to which members of the Army may, with propriety, make public pronouncements on political or diplomatic or on legislative or administrative measures, and on matters the treatment of which tends to prejudice discipline, to involve superiors in controversy, to interpret official publications, or to define military procedure.

"b. Within the bounds of security and propriety, the writing of articles, books, and other related material intended for publication and engaging in public and private discussions on appropriate occasions, by officers and enlisted men, on topics of military or professional interest or of general interest concerning the Army, or in support of the military policy of the United States or in the interest of the national defense, *are authorized and desirable.*" (My italics.)

There it is.

Now, does this mean that everyone should pick up pen and start writing in all directions? Not at all. After all, we are soldiers. Once we start writing on professional subjects there are so many ways in which we may inadvertantly trip that, for our own protection as well as for that of the United States Army, a clearing house has been established through which the writings of professional soldiers may be screened. Such clearing house has been in operation ever since I have been in the Army—until a few years ago a haphazard check by The Adjutant General, but lately an intelligent review, based on security policy and accuracy, in the Bureau of Public Relations, War Department. Material which must come for review by the Bureau consists of several classes—the pertinent one for this discussion being defined in par. 8 b (2), AR 600-700:

"All material containing information about the War Department and the Army prepared by an officer or enlisted man or woman of the active Federal military service, and designated for publication or dissemination to the public by other means."

Summing up on the professional writer and his limitations, it would appear that retired personnel do not have to submit, but that all others do. On the other hand, retired personnel are governed by par. 9 c, AR 600-700.

"Literary activities of military personnel not covered by

paragraph 8 or *a* and *b* above, are limited only by the dictates of propriety and good taste. For additional references dealing with public activities of military personnel see AR 600-10."

So if you are going to write at all, it would be politic to read both AR 600-10 and 600-700. They contain all the law and the prophets.

Now for the broad general field, be it fact or fiction. I reiterate that this is a difficult field, for it is a highly competitive field. If you want to tackle it there is but one method—write, write and write. Here you stand on your own feet, offering your wares in the publisher's market-place, and if you gain a name it won't be because you are Private A or Major General A, but because your wares are acceptable to the customers. The customer, remember, is always right even though you and I sometimes doubt it when our pets come back with neat rejection slips.

First you must have a story to tell. Next you must be able to tell it. There are millions of stories in this Army of ours, but there are not millions of story-tellers. Is the theme popular? Remember that song—"There's Something About a Soldier"? Sure there is. Distance, of course, lends enchantment, but—if you read at all you will realize that in our profession, as in all professions, the story-teller will find all the material he wants, and that publishers use a lot of it. Our Army is the people's Army. And people are interested in themselves and in other people.

So write your head off, brother. Don't be discouraged if the pieces at first come back. And don't be discouraged if, in the weaving of your tale, you produce an Army villain and cause eye-brows to raise. Doctors writhe and squirm when they read of their brethren who forget the Hippocratic Oath. Lawyers sometimes stomp and breathe heavily at depiction of the evil one in Arthur Train's "Mr. Tutt" yarns. So what? Even the Twelve Apostles had their Judas.

But above all, when you do express yourself on paper, don't forget that "Duty, Honor, Country," are our cardinal principles.

THE COMMANDER MAKES IT WORK

By

CAPTAIN FRANK L. WINSHIP
Air Corps

SEVERAL months ago, the commanding general of the AAF Training Command was advised that soldiers being processed for separation were not well informed on national, international and military events. Men returning to civil life were ignorant of national problems and subjects dealing with the armed services. Moreover, many had only a slight understanding of such topics as the GI Bill of Rights, National Service Life Insurance, and unification of the armed services.

Realizing that this would not reflect credit on the Army, the commanding general took immediate action. He initiated a complete revitalization of the information-education program within the training command. In his headquarters, a brigadier general was appointed project officer while in each of the three large subordinate commands, a general officer, or field grade officer, was assigned as monitor of the I&E program. The AAF Training Command at that time consisted of forty-one bases, located principally in the southern states extending from Florida to California, with a total strength of 350,000 troops.

The work of revitalization started with a series of short conferences, attended by the project and monitoring officers, the Command I&E officer and the public relations officer of the Western Flying Training Command. Then a telegram was dispatched to all station commanders ordering that all existing base I&E vacancies be filled by qualified personnel. Revitalization of I&E was given top priority, and weekly progress reports were required, describing the manner in which station commanders were complying with the order.

At headquarters an I&E publications unit was set up to provide materials supplementing those being issued by the I&E Division of the War Department. Four experienced officers and an enlisted WAC were assigned to the unit. The materials were

timely, designed for use by all I&E officers, and distributed three times weekly. They included a daily news sheet, excerpts from newspapers and periodicals, and suggestions to I&E officers, with a description of methods for conducting the station program.

Two I&E officers were attached to each of the three major headquarters in the Training Command, one of whom usually supervised education activities in his area. These officers visited all bases in their commands in order to assist in the selection of qualified personnel, and to advise as to the best procedure of presenting useful weekly programs. Distribution of the publications unit materials began and all base I&E vacancies were filled within ten days of the initial order.

The commanding general called a meeting of all station commanders, at which the Command I&E officers stated the aims, values and needs of the program in the light of the War Department policy, which makes I&E weekly meetings an integral part of the training given all officers and men. Under this policy the I&E officer on each commander's staff advises him on information needed by the troops, and assists him in making materials available in the most interesting manner. The CG emphasized his own real interest in the effective promotion of the program and charged his commanders to lend support to the program by personal appearances and contributions to I&E hours.

Headquarters I&E officers from the three major commands then followed up the meeting by visits to stations to determine the progress made in the new program. It was found that many of the newly assigned I&E officers lacked the background and training necessary to get the most effective results from weekly programs. They lacked information dealing with content, methods of presentation, I&E directives, facilities and "tricks of the trade" essential to maintain a varied and worthwhile program of information to troops. To deal with this problem a two-day conference for all base I&E officers was called, in order to present approved procedures for implementing their programs, and to give them a comprehensive outline of their duties and responsibilities. TM 28-210 (The Information-Education Officer) was used as an instructional guide.

Seventy-eight I&E officers attended this conference. Each officer was requested to state his needs and freely express his opinion. Every attempt was made to deal with the various problems posed. The general officer in charge of the project outlined the task confronting the I&E officers and asked for recommenda-

tions by the conference members. Six recommendations, resulting from problem discussion, were presented to the project officer. They dealt with many of the major obstacles that today face all I&E officers, and which are those best surmounted by command action initiated at high headquarters. Here are the recommendations:

1. Station (unit) I&E officers are members of the commander's staff and will attend staff meetings regularly.
2. Members of the commander's staff and unit commanders will provide to the best of their ability such transportation, funds, qualified personnel, I&E directives and facilities as are needed by the I&E officer to conduct an effective I&E program.
3. Commanders will insist upon compliance with the regulations requiring all military personnel (this includes officers) to attend a minimum of one I&E hour weekly. Absences are not permitted except for hospitalization, leave or furlough, temporary duty, or detached service off the post. Excusing personnel because of "post duties" is not authorized.
4. Station (post, unit) commanders will acquaint staff members and unit commanders thoroughly with the aims, values and needs of the I&E program and its significant relation to national, international, and military developments.
5. Commanders will assign an officer of the approved grade (See Circular 360, War Department, 1944) to I&E duty as soon as a fully qualified officer is available. In this instance, they were directed to appoint field grade officers.
6. The commander will lend active personal support to the I&E program. This support will include participation at I&E meetings.

In approving these recommendations of the conference members, the project officer assured them that a personal letter would go to each base commander from the commanding general to put the recommendations into effect. At many stations the letter was reproduced and given wide local distribution.

The third phase in revitalizing the I&E program came with the establishment of a fifteen-day I&E training school. The school was a necessity owing to the constant loss of personnel through separation. Some type of preliminary training for inexperienced men who might serve as I&E replacements was imperative and the temporary discontinuance of the Informa-

tion-Education School precluded sending officers there for a more complete course. Sixteen days after the planning for the school began, it opened with a first class of thirty officers. Each one wanted the assignment and had been screened to see that he had the qualifications mentioned by Circular 360.

Even though none of these officers had ever served as an I&E officer, the school accomplished its mission of training them as I&E replacements to the satisfaction of the commanding general. Therefore the school's continuation was ordered until officers could be graduated from the new Army Information School.

Thus in two months an I&E program for a large body of troops was successfully achieved. One important factor in the success was the existence of a sound I&E organization established by the former commanding general and a hard-working I&E staff. For two years before the Japanese surrender a successful program was operated throughout the command but the later release of large numbers of I&E personnel and the suspension of many training activities weakened I&E sections and base programs. Getting new personnel and encouraging the continued support of station commanders met with difficulties.

Another factor that made for success was the positive attitude of the commanding general. He saw his responsibility for providing accurate, factual information to his men. This concern went beyond lip service to an information program because it was desired by a higher headquarters. From the first telegram to commanders, on down to the opening of the I&E training school there was an enthusiastic, sincere, and concerted effort to give soldiers correct answers and reasonable explanations to questions concerning why they were doing what they had to do.

Not every man in the Command was reached or reacted favorably. Nor was the Training Command (and this Command is the example here simply because it is the one best known to the writer) the only large organization to achieve success in its revitalized I&E program. But as an example, the Command proved the truth of a statement: The I&E program can succeed only when commanders understand its aims, values and needs and when they utilize I&E officers as regular and real members of their staffs. Commanders must realize that they have an effective agency to discharge the responsibility placed upon them by the Chief of Staff, "to keep their men fully informed of current military, national and international events." The best I&E officer at any post is its own commander.

INTRODUCTION TO THE WAR DEPARTMENT

*First of a series of articles
describing the mission and
functions of agencies of the
War Department.*

COUNSELOR TO MILLIONS

By

LIEUTENANT JOHN T. MOE
AUS

A DIGNIFIED Filipino gentleman in his middle years, holding a little girl by the hand, stands before the desk of a personal affairs officer in the Military District of Washington.

"This is Maria," the Filipino begins, "daughter of an American Sergeant who died on Bataan . . ."

He goes on to tell the story of the child and her fighting soldier father. Maria had been born in the summer of 1941, just a few months before Pearl Harbor. Her Filipino mother had been raped and murdered by the Japs, and their home had been plundered and burned in the advance on Manila.

By a miracle the child escaped death, hidden by her mother in a thicket a short distance from the house. She had been found there by her grand-uncle, the gentleman who was at this moment telling the story.

When her foster parent had been brought to Washington by the Philippine government some time after the liberation of Manila, Maria was brought along too. Assistance was now sought in finding a suitable American home for her and getting the financial aid which she should have as a soldier's orphan.

In due course the personal affairs officer was able to secure the money for the child and put her guardian in touch with the proper civilian authorities to arrange for adoption. The record shows that no less than 14 governmental and civilian agencies in the U. S. and the Philippines were contacted by the personal affairs officer before the case could be considered satisfactorily closed.

Thus once again there was accomplished a job which the War Department has for some time recognized as one of primary importance in the conduct of the war and in the winning of the peace.

The Army feels that everything possible must be done to safeguard the present and future welfare of its eight million civilian soldiers and their dependents. The case of the orphaned Filipino-American girl is only one of tens of thousands of similar instances of aid to soldiers' dependents who have been caught in the backwash of war.

The story of how the Personal Affairs Division came to be created is one of the best examples of the great strides made in this war in the development of soldier morale services generally. That an individual soldier's peace of mind and mental stability are necessary to victory in combat is not new; but never before had such a gigantic "civilian" army been created, and the War Department was faced with some staggering problems in providing for the welfare of these men and their families. It was a matter of preparing the man mentally for combat as well as physically; for a worried soldier is not a good soldier.

II

Beginning with the expansion of the armed forces in 1940 the Congress enacted, from time to time, measures granting benefits and privileges to those entering the service.

It passed the Soldiers' and Sailors' Civil Relief Act to safeguard their legal rights. It created a system of insurance to protect their dependents; continued by law in a pay status those officially reported missing, missing in action, or captured, beleaguered or besieged by the enemy; and, among other measures, provided for the payment of family allowances, pensions, vocational rehabilitation benefits and readjustment allowances.

The administration of some of these laws was in the hands of the War Department. In other instances the administration was placed in the Veterans Administration, and in still others the administration was entrusted jointly to Federal and State agencies.

During this period, private organizations such as the American Red Cross, Bar Associations, Legal Aid Societies and other community organizations greatly expanded their facilities for counsel and assistance to servicemen and their families. Thus, although many benefits were provided and a great number of agencies for securing these benefits existed, there was no single

focal point where information, counsel, and assistance might be obtained on all of the benefits.

Army Emergency Relief strove valiantly to meet this need, but it was intended that this agency should be used as a means for securing emergency financial aid rather than as a general information and counsel bureau. Nevertheless, in November 1943 more than 65,000 soldiers came to A. E. R. offices seeking advice concerning benefits to which they were entitled by law.

The notion grew that perhaps many thousands more would rather seek advice from a different type of office—an office which would not imply that the man was a charity or relief client.

With this in mind the Commanding General of Army Service Forces directed on 21 December 1943 that the Personal Affairs Division be set up to assist servicemen and their dependents in the solution of their personal problems. A separate Personal Affairs Division was set up in the Army Air Forces.

It was provided that personnel for personal affairs work should be drawn from bulk allotments. They were not to be on the Table of Organization of any unit, nor were they to travel with units overseas. However, it was later left to the discretion of theater commanders whether or not personal affairs officers would be provided for overseas theaters.*

III

Activation of the Division took place in February 1944.** A Personal Affairs Branch was established in the headquarters of each service command and the Military District of Washington. The commanding officer of each Class I, II, and IV installation was directed to set up in his headquarters a Personal Affairs Office.

Almost immediately the number of cases handled by the personal affairs officer and his assistants began to increase at an astonishing rate. The need for guidance and help on the part of soldiers and their dependents was even greater than had been anticipated. In addition a publicity campaign was carried on within army installations by posters, camp newspapers and public address systems to tell the soldier of the new service.

*W.D. Memo No. 600, 14 March 1945.

**ASF Cir. No. 41, 1944. For basic W.D. publications on Personal Affairs see ASF Cir. No. 293, 1944; W.D. Pamphlet No. 21-5.

Within a month 150,000 cases had been reported to division headquarters in Washington.

Soldiers came to the personal affairs officer seeking aid on family allowances and allotments, insurance, government bonds, soldiers' deposits and readjustment benefits. The officer was also asked to advise or to arrange for counsel on problems involving rents, leases, mortgages and debts, income tax and bank accounts.

The soldier found that aid to his dependents was an important part of the services offered. The personal affairs officer advised them on their employment problems; aided them in securing housing, maternity, infant, and other medical care. If he couldn't handle the problem himself he referred the dependent to the legal assistance officer or to the proper civilian or governmental agency.

As the war went through 1944 and 1945 and the casualty lists mounted, the personal affairs officer found that he was called upon more and more to aid the kin of deceased, captured, interned or missing soldiers. It was an unhappy job and a difficult one.

On their request, he assisted dependents in applying for and collecting allotments, six-month death gratuity, arrears of pay, allowances, pensions and insurance claims. He also helped the next of kin to obtain the personal effects of deceased soldiers and information on the circumstances of their death.

Because of the intensely personal nature of some of this work, it was felt that some outside help from the women members of Army families was needed. In close cooperation with the Army Red Cross there were organized, accordingly, Women's Volunteer Committees to serve as adjuncts to operating personal affairs offices. They were especially helpful in matters of condolence, maternity cases and problems of child care.

The personal affairs officer found himself drawn into thousands of personal tragedies. He became a counselor and friend in need for millions of American soldiers and their dependents. He gave assistance to rich and poor alike, to the families of the Wisconsin farmer and the Pennsylvania steel-worker, to the next of kin of the cowboy from Montana and the college student from New England. The Division adopted as its slogan that as far as soldiers and their dependents were concerned there was "no problem too great, too small, or too much trouble."

IV

Sometimes the personal affairs officer was called upon to handle situations for which there was no precedent. An officer stationed at an air field in Idaho received a frantic letter from an aircrew man who had been transferred only recently to the south Pacific. The letter spoke of desperate family troubles and begged the personal affairs officer to call on his wife and children.

Enlisting the aid of an experienced member of the local Women's Volunteer Committee, the officer set out for the soldier's home, located in the poorest section of the town.

There were three small children in the home, the oldest of them aged eight, and the officer and the W. V. C. woman found that they had arrived just in time to assist at the birth of a fourth. The mother's only surviving relative, an elder unmarried sister who had been carrying much of the burden of the family's support and care, was at that same moment lying deathly ill with bronchial pneumonia in another bedroom.

A hurried call for medical aid brought a doctor and an ambulance in time to deliver the child but not in time to save the life of the woman dying in the other room.

The Red Cross was called upon to help in securing an emergency loan for burial expenses and maternity care, and the Women's Volunteer Committee together with the local social agencies saw to the care of the mother and the children. In a few days the personal affairs officer was able to send word to the soldier telling him what had happened and assuring him that everything possible was being done for the care of his wife and children.

V

The personal affairs program cushions the shock of pulling large numbers of men out of civilian life, disrupting family incomes and security. Whatever helps the soldier and his family thus benefits the whole of society.

Men with a variety of civilian skills have been selected for this work and given highly specialized training by the Army. Whenever possible lawyers have been used as Personal Affairs officers. Their background of legal training and their experience in counseling people in trouble is especially valuable.

But teachers, social workers, personnel workers, and sales-

men also have been brought into the program in great numbers. Anyone interested in people and their problems can be used.

The work of the personal affairs division increased rapidly after its activation, requiring many thousands of new personal affairs officers and enlisted personnel at once. From the initial total of 150,000 cases per month early in 1944 there was a steady growth in the number handled to the rather startling figure of 1,400,000 for the month of October 1945.

Since that time there has been a decline in the number of cases which parallels the rate of discharge in the demobilization program. As soldiers return to civilian life much of the responsibility for guidance and counseling has been taken over by the Veterans Information Centers set up by the Retraining and Reemployment Administration.

Meanwhile the personal affairs officer looks ahead, anticipating the needs of the peacetime army. His counseling problems now fall roughly into three groups: those concerning soldiers' dependents, especially battle casualty cases; those concerning veterans who come back to the Army for advice and help; and those concerning newly inducted soldiers.

But whatever the problem, it is likely that the personal affairs officer will be himself guided by this restatement of the golden rule:

"Remember in each case you handle that this may be the most important thing that has happened in the life of this man. Make him feel that you think his problem is important too."

AID

SOLDIER'S TRADITION

Anywhere, at any time, on any duty—that is the soldier's tradition.—*Anonymous.*

Information...For the Asking

Readers are invited to submit questions to which answers are desired on subjects pertaining to the Army Information Program.

Suggested subjects include: the Army's public relations and information-education program; history, organization and functions of the Army; organization and functions of the Federal government; organization of the other armed forces; military policies; the Army's relation to the public, to governmental agencies and to other armed forces; organization of the United Nations; military tradition and customs of the service.

Within space limitations, suitable questions and answers will be published in successive issues of *THE DIGEST*. Address: The Editor, ARMY INFORMATION DIGEST, Carlisle Barracks, Pa.

Here are some answers to questions that came up during a session at the Army Information School:

Q. How many officers served in the Army during World War II and what was their background?

A. Approximately 900,000 officers were on the rolls from the beginning of the war to the end of hostilities. Over 70% of the officer strength, some 531,000, served as enlisted men during the war—more privates became officers in this war than in all our previous history.

There were 227,000 officers from the Officers' Reserve Corps and National Guard.

Appointed directly from civil life were 72,000 professional men, doctors, dentists, veterinarians, pharmacists, and chaplains. Then there were 24,000 specialists such as scientists and lawyers appointed directly from civil life.

Of the 18,000 Regular Army officers, half were graduates of West Point.

Q. What was the general courts-martial conviction rate during World War II?

A. Less than 1% of our men were sentenced to confinement by general courts-martial. In some theaters, the European Theater for example, the rate was as low as one-fourth of 1%.

Percentage of men tried by general courts-martial has steadily decreased over the course of years. During the present war, less than 10 men out of every 1,000 were tried over the entire four-year period. In 1931 the rate was 28 men tried, out of every 1,000.

B P R NEWS LETTER

*Prepared by the staff of the
Bureau of Public Relations,
War Department.*

DIRECTIVES

Three major revisions of War Department directives pertaining to public relations have recently been published:

AR 600-700, Public Relations, dated 10 January 1946. This supersedes AR 600-700, dated 24 May 1945, and section I, WD Circular 160, 1945. It embodies many changes of broad general policy. The opening paragraph states: "Because of the importance of the military establishment in the defense and welfare of the Nation, it is the responsibility of the War Department to insure that all information concerning its objectives and activities, not of a classified nature within the meaning of AR 380-5, is made available to the public through the established media of expression. This responsibility extends through all echelons . . . The broad mission of public relations is to inform the public continuously on the state of the Military Establishment and its activities."

WD Circular 62, 2 March 1946 as amended by Circular 92, 28 March 1946. This rescinds Section IV, WD Circular 230, 1946. This circular sets forth the existing policy on release of information, both in the United States and overseas. It includes a Control Guide Covering the Release of Military Information, which serves as a check list for the PRO. The circular includes the statement "Popular support and understanding of the Army is advanced when the public is well informed of its activities. Therefore, it is the duty all Army agencies dealing with public relations to release or make available to the public, directly or through informational media, unclassified military information which is of public interest. At the same time, such agencies must constantly guard against disclosure of information injurious to national security."

AR 380-5, Safeguarding Military Information, dated 6 March 1946. This supersedes AR 380-5, dated 15 March

1944 and includes several important changes in policies governing security.

WD Circular 103, Section IV, Still and Motion Picture Material, dated 6 April 1946. This circular establishes the policy of the War Department concerning the dissemination of unclassified official still and motion picture material.

WD—BPR PUBLICATIONS

Policy Book for Public Relations Officers. A new edition of this publication is in work and will be published in the near future. Distribution will include units and installations now on record as having public relations officers.

Liaison Bulletins, published in two editions: Overseas and Continental. Public relations officers who are not currently receiving either of the Bulletins, should request the Liaison Branch, WD BPR, to place their names on the appropriate mailing list.

NEED FOR COMMON SENSE

Many instances have recently come to the attention of the Bureau of Public Relations, of Army public relations officers having created embarrassing situations because of the methods used in preparing and releasing material to the press. At some installations photographs with no captions or identification other than the stamped name of the issuing agency have been issued to syndicate and daily papers. A picture without a caption and full identification of the personnel and subject is useless, and in itself constitutes an unwarranted waste of photographic supplies.

One post was requested to prepare a picture story on a specific subject. It furnished approximately 20 pictures, of which three-quarters showed only high Army officers and gave few or no details on the general subject matter asked for. Obviously the magazine concerned would not make a lay-out based on this material. Thus, an opportunity to give the Army a good pictorial story was lost, and the magazine publisher was disappointed.

In another instance, a hometown story was prepared, with photographs, and was then mailed to more than 150 regional newspapers in addition to the hometown paper concerned. Other instances include: providing press photos on matte paper; insistence on credit lines other than those presently

authorized; requested use of by-lines for military personnel on public relations releases; mailing announcements of events after they had actually occurred. There is the prevalent habit of making promises which cannot be fulfilled.

CONSTRUCTIVE PUBLIC RELATIONS PROGRAMS

On the other hand, the WD Bureau of Public Relations continually receives reports of programs and individual acts that provide the public with a true interpretation of the Army. Many posts have arranged tours of the post for members of the press. Others have arranged open-house programs which explain to the public many of the local military problems and describe the accomplishments of the Army. Such programs have been used to show how the Army has cooperated in food conservation, disposal of surplus property and other current problems.

Increasingly, Army officers are cooperating in addressing civilian groups at their invitation. Subjects covered include:

- Military justice
- Overseas commitments and problems
- Surplus property
- The enlistment program
- Occupation problems of military government
- Universal Military training
- Demobilization
- Mail service
- Fraternization problems
- Censorship

PROTECTING INFORMATION AT THE SOURCE

Many public relations officers are asking what they can do to review material intended for publication before it is used by the news medium concerned. Unless the user of the material voluntarily agrees to cooperate, there is no way of accomplishing this. Submission of material is no longer mandatory unless the security of the Nation is concerned. Thus it becomes a responsibility of the public relations officer to insure that information which he provides is protected at the source. Common sense and good judgment must govern cooperation with the American press and radio. Material not intended for publication should not be given out with the expectation that review or censorship will kill it. Such information must be protected in conformity with the provisions of AR 380-5 and other statements of War Department policy.

I&E NEWS LETTER

*Prepared by the staff of the
Information and Education
Division, War Department
Special Staff.*

EDUCATION

Accreditation

Many servicemen and veterans are taking advantage of the accreditation program and are obtaining educational credit for their service experiences and training.

I&E officers should continue to make every effort to bring this program to the attention of service personnel. This will re-emphasize to the soldier the value of appropriate study while in the service and will avoid delay for him after discharge in receiving credit which he may have earned. Men on active duty should use USAFI Form 47, unless they are about to be discharged. Discharged servicemen should submit WD AGO Form 100. Separates should see that their WD AGO Form 100 is completely filled out in the separation center to avoid delay later.

A Commission on Accreditation of Service Experiences has been formed under the general sponsorship of the American Council on Education, and is offering assistance to schools and colleges on the accreditation program. A recent study of the "Guide to Colleges, Universities, and Professional Schools in the United States," a publication of the American Council on Education, reveals the following:

- 80% of colleges report they will admit on the basis of examinations veterans who have not completed high school;
- 90% of colleges allow credit for training in the armed forces;
- 85% of colleges allow credit for USAFI courses;
- 53% of colleges allow credit on the basis of the General Educational Development Examinations;
- 60% of colleges allow credit for examinations other than the General Educational Development Examinations.

Radio

The following educational radio programs will be released by AFRS, Los Angeles, during the month of April:

This Is The Story:

The Case of Peter Zenger, a dramatization concerning freedom of the press in the United States

Japan's Food Crisis

Thomas Kennedy, the story of religious freedom in early Maryland

The Atlantic Migration. How our ancestors came to America, and what compelled their coming.

Science Magazine of the Air:

The Future of Aviation

Tuberculosis

What Is the Future of Plastics?

Hidden Hunger, the story of vitamins

Other educational series are now being processed and released so rapidly that it is impossible to say what will be available even three weeks ahead. AFRS's new processing schedule makes it possible for overseas areas to hear programs in the *Heard at Home* and *Our Foreign Policy* series as early as two weeks after they are broadcast for domestic audiences.

A new plan put into effect 11 March provides that more than one program may be released each week in the *Heard at Home* series. These programs are taken from the discussion series of the four major networks, *People's Platform* (CBS), *American Forum of the Air* (MBS), *University of Chicago Roundtable* (NBC), and *America's Town Meeting of the Air* (ABC). Previously it had been impossible to rebroadcast more than one each week because of manpower and material shortages; now, however, the overseas audiences will receive at least one per week, and often two or three. These recordings, as in the past, will remain in the Basic Information Library of each radio outlet overseas.

Informational and educational recorded radio programs added during March 1946 to the Basic Information Library, which is maintained in each AFR Station, are as follows:

Heard at Home Series:

GI Education

Should We Have More Democracy in Our Armed Forces?

Is Our Argentine Policy Sound?

Should Price Controls Be Maintained?

What Must We Do to Help Feed Europe?

Should We Break Relations With Franco Spain?

Our Foreign Policy Series:

- The British Loan—A Critical Appraisal
- The Future of the Philippines
- The United Nations Meet
- The St. Lawrence Seaway and Power Project
- The Citizen's Role in Foreign Policy

INFORMATION

Army Talk

Since 1 January 1946 the following *Army Talk* titles have been prepared or are in process of preparation:

- 100 Where Will the Good Jobs Be?
- 101 The Army's Job Now
- 102 Quiz Program
- 103 The People Run Our Country
- 104 Our Soldiers and the Germans
- 105 Our Soldiers and the French
- 106 One World—Or None
- 107 Veterans and Rackets
- 108 The Nürnberg Defendants
- 109 The Army In a Democracy
- 110 A Single Dept. of National Defense
- 111 The Road to Security
- 112 Can the Germans Learn Peace?
- 113 Black Market—Economic Cancer
- 114 The Veteran as a Citizen
- 115 The UNO Assembles
- 116 Report on Japan
- 117 Report on Germany
- 118 The World Food Problem
- 119 Down on the Farm
- 120 Why We're Here
- 121 What is American Democracy?
- 122 Political Parties in America
- 123 Role of Public Opinion in U. S. Democracy
- 124 How to Read a Newspaper
- 125 Progress Report on UNO
- 126 Progress Report on Demobilization
- 127 The Soldier and the Ballot

Films

A new War Information Film, OF 15, *Our Job in Japan*, has been approved for release in April. This 16-minute film vividly

portrays the necessity for occupation of Japan and gives an insight into the problems that must be solved before Japan can be accepted as a member in the family of nations.

Army-Navy Screen Magazine, issue 72, contains another of the Home Front Series, *Report from New Jersey*. Issue 73, *Ph.D.—GI Style*, will be released in April to troops throughout the world. This issue contains the story of the Army Education Program, from the organization and operation at Hq USAFI, Madison, Wisconsin, to the Army University Study Centers overseas.

Radio

The AFRS broadcasts by short wave all important speeches by the President, Secretary of State, Secretaries of War and Navy, Chief of Staff, Chief of Naval Operations, and other leading officials of the government and the military and naval establishments. Such broadcasts are announced to all AFR Stations several days in advance, either by short wave or by cable, to allow sufficient time to permit proper arrangements for re-broadcast locally overseas. These speeches also are recorded and shipped overseas by priority air transport to all AFR Stations, usually within 48 to 72 hours following broadcast in the United States. It is recommended that all I&E officers maintain regular liaison with station operators so that adequate utilization can be planned, either in connection with the local overseas rebroadcasts, or with the recordings which follow. Such recordings remain with the AFR Stations as a part of the Basic Information Library and can be withdrawn for local use in troop information hours (formerly orientation hours), and other discussion groups. Material in this type of broadcast often is basic to current news broadcasts, and to radio series such as *Heard at Home* and *Our Foreign Policy*, which are sent overseas weekly by the AFRS.

Current I&E objectives, as outlined in War Department circulars are now being featured in spot announcements included in many of the regular AFRS entertainment features, such as the all-star productions, *Command Performance* and *Jubilee*, as well as in other original AFRS productions.

Present policy of AFRS is to include I&E themes in many of the most popular AFRS productions featuring stars of stage, screen and radio. Such themes, however are not included in the recordings of domestic network programs sent overseas.

FILM REVIEW

*Prepared by the staff of the
Information and Education
Division, War Department
Special Staff.*

HERE are a few tips for new I&E officers and for others who may not have exploited motion pictures to the maximum.

First you have War Department films—thousands of them for the asking. All you have to do is to get in touch with the Signal Corps officer at your post; or go directly to the central film library in your service command. These libraries, called film and equipment exchanges overseas, can provide you with projection equipment or lend you films. Each library has its own catalog, a source book with which every I&E officer should be familiar. These catalogs are field supplements, so to speak, of War Department Field Manual 21-7, listing all Army films including training films, film bulletins, combat bulletins, film strips, I&E films, public relations films and other types. The latest 21-7 is dated April 1945, but a new one is in preparation.

The signal officer will be glad to help you pick programs to suit your topics, letting you preview them in advance. Every film library has its projection rooms. Make it a practice to book your needs well in advance.

For example, you might review back issues of Army-Navy Screen Magazine and GI Movie Weekly, or any of the feature-length war information films in stock. Much of this film is still applicable as historical reference. More vividly than any other material, motion pictures can recall war realities.

Because the War Department has cut back its production of documentary films, I&E officers in the field have all the more reason to fend for themselves by utilizing stocks on hand. GI Movie Weekly satisfied the documentary need during the war by assembling 16 mm packages of film from all sources. Now that this service has stopped, individual I&E officers must exercise greater ingenuity in procuring such material. Here are some other sources.

If you are in the vicinity of a naval base, visit the Educational Services Officer and query him on films you might exchange. The Navy has produced some excellent film during the war, including a recent series on information techniques. Army and Navy film libraries, by the way, operate on a cooperating ex-

change basis, so that no trouble should be encountered on that score.

The British Information Service, the National Film Board of Canada, and the Australian News and Information Service as well as other foreign governments, have regional offices or consulates in most major cities, where you can borrow films.

Every city also has its "film row" where you will find commercial film agencies representing the non-theatrical motion picture producers and distributors. Every city has one or more 16 mm distributors. Familiarize yourself with the catalogues and the programs offered by firms like Ideal, Castle, Erpi, Bell and Howell, and International Theatrical and Television Corporation. From these and many other 16 mm producers you can arrange to rent, at reasonable prices, 16 mm films to match your information programs.

The use of funds for films is discussed in paragraphs 197 and 199, TM 28-210, "The Information-Education Officer." Have a talk with your post commander and suggest that he authorize the use of non-appropriated funds. Non-appropriated funds might well be used for the "mental improvement" of military personnel, as well as for their "comfort, pleasure, and contentment." An allowance might be made to pay for locally-rented information films.

Your master reference should be the Educational Film Catalogue, published by H. W. Wilson Co., N. Y., 1945. An Armed Forces Edition of this comprehensive 16 mm catalogue may be obtained from USAFI, Madison, Wisconsin.

Don't forget your local Chamber of Commerce, and regional offices of the Departments of Labor, Agriculture, and Treasury. The National Educational Association also puts out films of interest. These agencies will lend you pictures free of charge.

You might also query local representatives of industry for films. You can do this through the Chamber of Commerce. Railroads, public utilities, and other concerns will often lend films gratis. If you're located in one of our big oil-producing areas, for example, it would be particularly apt to get a picture showing how it's done. In a mid-western farming area, likewise, it would be useful to show troops a film explaining the agricultural methods and problems peculiar to that area. Every locality has its specialties, its farms or its factories. You can't expect troops to understand their local environment, both military and civilian, just because they are stationed there. Explanation is immeasurably speeded by generous and timely use of available

photography. Most of us realize this principle, but often hesitate to apply it.

Test yourself by identifying the following Army, Navy and Air Forces films. All of them are timely, all are within easy reach if you know where to find them.

Have your troops seen the *Why We Fight* series, *The True Glory*, *Appointment in Tokyo*, *Here Is Germany*, *Our Job in Japan*, *It's Your America*, *Don't Be A Sucker*, *COD Saipan*? You should be able to answer this question at once and also know where to get these War Department films.

These four Navy films: *It's Up to You*, *Time to Kill*, *Case of the Mallory*, *Fighting Lady*—have you previewed them, and thought about using them?

The Last Bomb and *Thunderbolt* are two recent AAF pictures that your troops ought to see by all means.

Summing up, here again are the main sources of film information: Signal Corps Film Library, industrial concerns, Chamber of Commerce, commercial 16 mm distributors, foreign government consulates, and Navy film libraries.

AID

INFORMATION . . . FOR THE ASKING

- Q. How are Government documents made available to the individual citizen?
- A. Normally by sale through the Office of the Superintendent of Documents, Government Printing Office, Washington 25, D. C. Persons wishing to keep close track of publications may subscribe to the Monthly Catalog of United States Public Documents (\$1 a year); or if their requirements are specialized, may on application receive free a weekly list on classified subjects.

Numerous publications issued by particular government departments are available gratis through the issuing office.

DIGEST OF LEGISLATION

*Prepared by the Legislative and
Liaison Division, War Department
Special Staff.*

This section, published from time to time, summarizes public laws recently enacted which are of interest to Army personnel. Legislation which is pending will not be taken up, because only a small proportion of the bills introduced become public law and a bill may be considerably amended before it is enacted.

RECENT ENACTMENTS

1. *Expediting admission to the United States of alien spouses and alien minor children of citizen members of U. S. armed forces. (Public Law 271—79th Congress.)*

The objective of the bill is to expedite admission to the U. S. of the thousands of alien brides (or grooms) of members of the U. S. armed forces and of the minor alien children. It provides that alien spouses or alien children of U. S. citizens serving in or honorably discharged from the U. S. armed forces in World War II, if otherwise admissible and if application for admission is made within 3 years, may not be excluded from the U. S. if afflicted with physical or mental defects which would normally serve to debar them from permanent entry. These persons are to be admitted, but local health officers are to be notified by immigration officials of such defects. Of course, no person with a quarantinable disease may be admitted until it is cleared up. Such aliens are excluded from quota restrictions.

★ ★ ★

2. *Appointment of additional commissioned officers in the Regular Army. (Public Law 281—79th Congress.)*

SECTION 1

Section 1 of the bill declares the policy of the Congress to provide a minimum increase in the commissioned strength of the Regular Army as an interim measure in order to permit the immediate selection for appointment in the Regular Army of a relatively small number of persons who, by their outstanding service as temporary officers of the Army of the United States

during the present wars, have demonstrated their fitness to hold commissioned grades in the Regular Army.

SECTION 2

This section would increase the commissioned strength of the Regular Army to 25,000 and would continue in effect the present provisions of law under which graduates of the United States Military Academy may be commissioned without regard to the existence of vacancies in the Officers' Corps of the Regular Army.

SECTION 3

Section 3 of the bill authorizes the President to appoint additional officers in the Regular Army, by and with the advice and consent of the Senate, in such number as may be required to bring the actual commissioned strength up to 25,000 officers. These appointments could be made in such arms and services of the Regular Army as the President may prescribe in accordance with any existing provisions of law or as authorized in section 4 of the bill.

SECTION 4

Section 4 provides new authority, which terminates on 28 June 1946, under which the President may appoint additional officers in the Regular Army, by and with the advice and consent of the Senate, in the grades of second lieutenant through major, inclusive. These appointments could be made from among qualified male citizens of the United States, not less than 21 years of age, who have served honorably as commissioned officers in the Army of the United States during the present wars in grades equal to or higher than those they would receive if commissioned in the Regular Army.

SECTION 5

This section provides the method of determining the grade to be held by an individual appointed in the Regular Army pursuant to section 4. Such determination would be made in the following manner: At the time of appointment, each person is granted credit for (1) all actual Federal commissioned service performed by him in the Army of the United States from December 7, 1941, or from the date upon which he attained the age of 21 years, whichever is the later, to the date of appointment, or (2) a constructive service credit equal to the years, months, and days by which his age exceeds 25 years. After com-

putation of the actual and constructive service credit is made, the greater figure is applied, and the appointment is accomplished in a grade in accordance with the schedule of years of service prescribed by existing law for the promotion of Regular Army officers of the arm or service in which such person is appointed. Under this system, no person would receive a grade lower than that which he would have attained had he been appointed in the Regular Army at the age of 25 years and if he had served continuously on the active list thereafter. Persons in the younger age groups, whose actual Federal commissioned service exceeds the constructive service credit, would receive credit for all active service performed since December 7, 1941, or since the date upon which they reached the age of 21 years, whichever is the later, and would be placed in grades commensurate with their experience.

Persons who have been honorably separated from the active military service since May 12, 1945, would not be discriminated against because they would be credited under this section with constructive service from the date of separation to the date of appointment in the Regular Army.

The base age of 25 years, which is used in computing the constructive service credit, is the approximate average age at which Regular Army officers now in the service were appointed from all sources as second lieutenants.

SECTION 6

This section would prohibit the appointment of an individual in a promotion-list arm or service if he has attained the age of 48 years; in the Medical Corps, the Dental Corps, the Veterinary Corps, the Pharmacy Corps, or the Corps of Chaplains if he has attained the age of 45 years; or in the Medical Administrative Corps if he has attained the age of 42 years. The limitations are intended to prevent the appointment of persons who would be over age in grade.

SECTION 7

Section 7 provides that for the purpose of determining eligibility for promotion, each person appointed as a commissioned officer under the provisions of section 4 of the bill, would be credited with continuous commissioned service on the active list of the Regular Army equal to the period of service credited to him under section 5 of the bill.